



Student Pass and Health Examination Information

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Application Deadlines

INTAKE	*VISA DOCUMENT SUBMISSION DEADLINES
February 2020	27 December 2019 All postgraduate taught programmes in the School of Education (excluding Postgraduate Certificate in Higher Education (International))
February 2020	27 December 2019 Selected postgraduate taught programme in the Division of Organisational and Applied Psychology
February 2020	27 December 2019 All undergraduate programmes in the Department of Chemical and Environmental Engineering
February 2020	27 December 2019 Selected undergraduate programmes in Nottingham University Business School

February 2020	27 December 2019 All postgraduate taught programmes in the School of Politics, History and International Relations
February 2020	27 December 2019 Selected part-time postgraduate taught programmes in Nottingham University Business School (excluding MBA programmes)
February 2020	27 December 2019 Part-time MBA programmes in Nottingham University Business School
February 2020	27 December 2019 All postgraduate research programmes (excluding postgraduate research programme in the School of Economics)
April 2020	19 March 2020 All three-semester foundation programmes
April 2020	19 March 2020 All post graduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University)
June 2020	6 May 2020 All three-semester foundation programmes (excluding Foundation in Science)
June 2020	6 May 2020 All postgraduate taught programmes in the School of Education
June 2020	6 May 2020 Part-time MBA programmes in Nottingham University Business School
June 2020	6 May 2020 All postgraduate research programmes (excluding postgraduate research programmes in the School of Economics, School of English and Nottingham University Business School)
September 2020	6 May 2020 Postgraduate research programme in the School of Economics
September 2020	17 July 2020 All two-semester and three-semester foundation programmes
September 2020	30 July 2020 All postgraduate taught programmes in the School of Education (excluding Postgraduate Certificate in Higher Education (International))

September 2020	30 July 2020 All undergraduate programmes
September 2020	30 July 2020 All postgraduate taught programmes (excluding postgraduate taught programmes in the Division of Organisational and Applied Psychology and School of Education)
September 2020	30 July 2020 All postgraduate taught programmes in the Division of Organisational and Applied Psychology
September 2020	30 July 2020 All postgraduate research programmes (excluding postgraduate research programme in the School of Economics)
November 2020	16 October 2020 All postgraduate taught programmes in the School of Education
November 2020	16 October 2020 Selected part-time postgraduate taught programmes in Nottingham University Business School (excluding MBA programmes)
November 2020	16 October 2020 Part-time MBA programmes in Nottingham University Business School

Students residing in **Bangladesh, India, Nigeria and Pakistan are advised to submit their visa documents one month ahead of the deadline mentioned above for any specific intake as the SEV application can take longer in the Malaysian Embassy in those countries. ** As of 2016, EMGS has introduced an online VAL application system. However, the University still encourages students to apply via the UNM Visa Office until the online application system is fully functional.*

Student Checklist for Visa Application

All of the following forms can be downloaded from:

<https://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/Index.aspx>

Please email your documents to visa@nottingham.edu.my or apply.visa@nottingham.edu.my with your name and passport number in the subject title should you need any assistance.

- Passport sized photograph with white background (45mm height x 35mm wide) Please read the EMGS Passport Photo Specifications at <https://visa.educationmalaysia.gov.my/guidelines/passport-photo-guidelines.html>
- Clear cover to cover scan of all the pages in the passport, including blank pages, in color. The passport validity must be minimum 18 months or longer than the duration of studies.
- Complete copy of all the official academic certificates and official transcripts (including IELTS/ TOEFL, if applicable).
 - Ensure the translation is submitted together with the original copy of the certs **[only if the original certs are not in English]**
 - Copy of proof of work experience in the company letter head **[only for PGT students]**
- Conditional/ Unconditional offer letter from University of Nottingham Malaysia.
- Proof of payment of RM4,660 visa fees. **(RM2,000 will be held as a visa deposit and shall be refunded to the student once student hand in their passport to Visa Office for student pass shortened/cancellation after completion of studies)**
- Student Declaration Form.
- Health declaration form for applicants – to be filled and sign off

Additional documentation for students from specific countries

- 1 copy of Yellow fever vaccination certificate (only for [high risk countries](#)).
- For Sudanese students only - 1 copy of Non Objection Certificate (NOC). Please note that University of Nottingham Malaysia will apply for this document on your behalf, from the Sudanese embassy in Malaysia, and any charges imposed from by the embassy shall be borne by the student.
- For Nigerian students, please provide a copy of WEAC/NECO scratch card together with visa application.

Additional documentation for transferring students

Transferring students (changing university or course)/students who previously studied in Malaysia are required to provide the following additional documents:

- Release Letter from previous institution
- Attendance report from previous institution
- Visa cancellation letter from previous institution
- Copy of cancelled student pass in passport
- Exit stamp page if left the country

The Visa Process, Explained

Pre-Arrival:

1. Preparing required documents & research:

- Once you have accepted your conditional/unconditional offer letter, start compiling your documents (refer to checklist).
- Submit the complete visa application and supporting documents to the Visa Office by email.
- Research your country's visa agreement with Malaysia to find out if you need a Single Entry Visa to enter the country by contacting the Malaysian Embassy/High Commission/Consulate office near you or by visiting relevant immigration, websites (see Useful Links below). It will be useful to familiarize yourself with the process.

2. Education Malaysia Global Services (EMGS) vetting and processing:

- The UNM Student Visa Office will submit your documents to EMGS for further processing.
- EMGS will take between 4-6 weeks* to complete this process, and may request additional documents. You can track your application on the EMGS website (see Useful Links below).
- EMGS will then submit your application to Immigration*. The end-result will be a Visa Approval Letter or eVAL, which will be issued by Immigration Department.
- The Visa Office will send to you via email.

3. Receipt of VAL:

- The Visa Approval Letter (eVAL) will be emailed to you or your University representative's office in your country of residence (there will be no hard copy courier to you beginning from 1 January 2018 as per new directive from Immigration Department).
- Once you receive your eVAL, you can make arrangements to apply SEV (refer to SEV advise below) and book your flight ticket. We do not encourage you to book your flight prior to this.

4. Application for Single Entry Visa (SEV):

- In addition to the eVAL, you may be required to obtain a Single Entry Visa (SEV) to enter Malaysia. All students must verify whether they require a Single Entry Visa to enter the country before arrival in Malaysia (see Useful Links below).
- The timeline for this process varies from country to country. Be in touch with the Malaysian Embassy/ High Commission/Consulate office to find out how long this will take in your country. Please note that the Visa Approval Letter/ Single Entry Visa/ any visa issued on arrival is **not** the Student Pass and has a validity period of 14 to 30 days depending on your nationality.
- The recent introduction of eVisa by Immigration Department for some countries may provide some help to students coming from these countries.

Please note that University of Nottingham Malaysia is a separate entity from EMGS and the Immigration Department and any external parties' timelines are subject to change without prior notice.

Post-Arrival:

1. Arrival in Malaysia:

- University of Nottingham Malaysia students are allowed to clear themselves at the Airport, but should you require any assistance upon arrival, please contact the UNM Visa Office. Students must present their copy of colour printed eVAL along with their passport to immigration officers at the airport.
- All international students should receive a 30-day entry stamp marked Special Pass (SP) on their passports page at the Immigration desk. Please check the stamp before leaving the Immigration counter.
- Free airport pickup is provided on selected dates (refer to website for pick up schedule). Students arriving on different dates should make their own travel arrangements to campus (refer to website for travel information).
- It is **very important** that students check in with the International Office on the next working day after arrival to commence with the post-arrival procedures.

2. Post-arrival procedures:

- You should visit the International Office at the Enquiry Centre in Block A on the first working day of your arrival to receive a briefing, your information pack and further instructions.
- International students are required to undergo a post-arrival health check within 7 days of arrival in Malaysia (it is advisable to complete it within 2 days to avoid delays).
- You are NOT required to make any travel plans once arrive campus after securing your SEV.
- Should you be taking any medicine prescribed by your personal doctor (home country), please share this info with medical assistant before taking post-medical test.
- Submit your passport with the visa fees receipt to the UNM Visa Office once your post-arrival medical check and X-ray test are complete.
- Once your post-arrival medical is cleared, UNM Visa Office will submit your passport to EMGS.
- You MUST attend INDUCTION programme arrange by International Office to understand on your visa requirements.
- It will take at least 14 working days for EMGS to process your student pass endorsement sticker into your passport. You are not allowed to make any travel plans until your passport is hand over to you.
- UNM Visa Office will notify you via email once your passport is ready for collection.

Health Check

As of beginning 1 June 2019, all international students coming to Malaysia for full-time studies are not required to undergo Pre-Arrival medical examination as per directive issued by ministry. You are only required to submit a '**HEALTH DECLARATION FORM FOR APPLICANTS**'. However once arrive campus (UNM) with VAL, you are required to take Post-Medical Health Examination test. This is mandatory by the ministry.

There are some guidelines to completing this health declaration form. Please read the below information carefully:

■ HEALTH DECLARATION FORM FOR APPLICANTS

- Fill up the health declaration form and sign off
- Ensure you write your name and passport number correctly as per passport details page (front page)
- Use capital letter to write
- Tick the boxes correctly

Useful Links

UNM Visa Office Information -

<https://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/Index.aspx>

Malaysian Immigration Website (Student Pass Information, including information on Single Entry Visa requirements by country, dependant passes and students transferring from different institutions) – <https://www.imi.gov.my/index.php/en/main-services/pass.html?id=288>

Education Malaysia Global Services (EMGS) Website –

<https://educationmalaysia.gov.my/>

EMGS Panel Clinics –

<https://visa.educationmalaysia.gov.my/guidelines/medical-screening.html>

Health declaration Form for applicants / Post-arrival medical examination form –

<https://visa.educationmalaysia.gov.my/guidelines/medical-screening.html>

EMGS Check Application Status feature –

https://visa.educationmalaysia.gov.my/emgs/application/searchForm/?__SID=U

Find a Malaysian Embassy/ High Commission/Consulate General Near You –

<http://www.kln.gov.my/web/guest/malaysian-mission>

Find eVisa application and countries given access to apply online:

<https://www.windowmalaysia.my/evisa/evisa.jsp>

Additional Information for Unique Cases

Students with active Malaysian passes (excluding Permanent Residence and Resident Pas holders)

**Non-Malaysians with active Malaysian passes will need to shorten/ cancel their active pass and must inform the Visa Office accordingly of their current visa status. This includes:

- Dependent visa holders/ MM2H/ Spouse Passes/ Dependent Passes/ Resident Pass
- Students transferring from different institutions in Malaysia

Diplomatic Pass holders must get endorsement from Ministry of Foreign Affairs in Putrajaya thru Wisma Putra to allow them to study part-time. Failure to obtain such endorsement will not allowed to be registered.

Employment Pass holders will have to get endorsement for Expatriate Services Department (ESD) at Malaysian Immigration Department in Putrajaya to allow them to study part-time. Failure to obtain such endorsement will not allow to be registered.

Please contact Mr Abdul Rahim at the Visa Office (Abdul.Rahim@nottingham.edu.my) for a detailed consultation. Students holding Malaysian Permanent Residence are not required to apply for a Student Pass.

Students applying for Exchange Programmes/ Short Courses to UNM

- Students applying for a 6 or 12 months exchange must apply for a Student Pass-“Mobility”, and follow the usual process.
- Students are NOT allowed to extend their mobility once their VAL is issued. It's only issued as one-off basis

To apply for an exchange programme, you should consult your University's International Office or Mobility Office and get in touch with UNM's International Support team at International.Support@nottingham.edu.my for personalised visa support.

*** Students who are applying for their visas from within Malaysia may need to apply for a Special Pass via the UNM Visa Office to remain in Malaysia during their application period. Please note that Special Passes are issued at the discretion of the Immigration Department, and the University cannot guarantee the issuance of multiple Special Passes to a student.*

*** All Special Pass costs, which is in addition to the visa fees must be borne by the student. The cost is subject to changes from the issuing body and any external parties' timelines are subject to change without notice.*

Payment

New Students	■ RM4660
Exchange/Study Abroad Students	■ RM4660 (for 1 year study duration) ■ RM3660 (for 1 semester study duration)

When to pay visa fee:

Students are required to pay their visa fees in full during the submission of their visa application to Visa Office. Students will be required to send proof of payment of visa fees along with other visa documents.

Note: **RM2,000 will be held as a visa deposit and shall be refunded to the student once student hand in their passport to Visa Office for student pass shortened/cancellation after completion of studies.**

How to pay visa fee:

Please be informed that effective from **1st June 2016**, the University no longer accepts **USD CHEQUES or BANK DRAFTS**. Payment in USD may be effected through bank transfer (Telegraphic transfer) as follows:

- a. Affin Bank Berhad
Payee Name: The University of Nottingham in Malaysia Sdn Bhd
Bank Account number: 100260005567
Bank Address: LTAT Branch, Bangunan LTAT,
Jalan Bukit Bintang, 55100 Kuala Lumpur
Swift code: PHBMMYKL

- a. CIMB Bank Berhad
Payee Name: The University of Nottingham in Malaysia Sdn Bhd
Bank account number: 8008306319
Bank Address: No.17, Jalan Jelok 6, Metro Point, 43000, Semenyih, Selangor
Swift code: CIBBMYKL

Students from countries such as Iran, Sudan, Cuba, Myanmar, Syria, Crimea and North Korea are advised to pay their fees through Affin Bank Berhad.

Please note that cash payments are not acceptable.

Tuition fees payable are in Ringgit Malaysia and any shortfall from any translation of foreign currencies to Ringgit Malaysia and bank charges must be borne by the student.

For further information, please visit the website at

<https://www.nottingham.edu.my/International/Offerholders/Visasandimmigration/Index.aspx>

Location and Contact Details

Contact Persons

Mr Abdul Rahim (Visa Office, Manager)

Mr Satish Mohan (New/ Variation/ Returning students)

Ms Sanggetha (Progression/ Mobility/ Study Abroad students)

Hotline: +60 3 8725 3715

Tel: +60 3 8725 3704/ +603 8725 3709/ +603 8924 8078

Email: apply.visa@nottingham.edu.my

Address

Visa Office

Level 1, Block H, Student Services Centre,

University of Nottingham Malaysia

Jalan Broga,

43500 Semenyih,

Selangor Darul Ehsan, Malaysia.